

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION:	Sr. Word Processing Typist	CLASSIFICATION CODE:	02423300
	SALARY RANGE:	Gr. 312 \$30479-32938	REFERENCE POSITION NO.:	1180-10000-151
	Department or Agency Name	Health	APPLICATION PERIOD:	10/20/2010 to 10/26/2010
	Division/Section/Unit	Laboratory	GRACE PERIOD ENDS	10/29/2010 4:00 PM
	Assignment(s) / Comments	Typing Proficiency of 40 net WPM for 5 mins. must be submitted with application		
	Shift and Days:	35.0 S	Job Location:	Providence, RI
	Restrictions/Limitations:	Restricted to LTPS - Subject to Return of the Incumbent		
	Position Covered By Collective Bargaining Union Agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Name of Bargaining Unit Union:	Council 94 Local 2870		
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position	See A/B or Both for Specific Instructions		
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	• The title of the position for which you are applying	• Name of department where you are currently employed	<div style="border: 1px solid black; padding: 5px; text-align: center;"> E-VERIFY PROGRAM EMPLOYER </div>	
	• Title of your present position and date you entered it	• Your business telephone number		
	• Date you entered State service	• Present Union Affiliations		
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:			
• Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES:			
	Will be responsible for completing complex word processing and data entry functions within the administrative section of the Laboratory, including but not limited to, data entry in support of third party billing operations, front office reception and customer service, generation of correspondence & other necessary reports, as well as the organization and management of laboratory data, as directed. To do related work as required.			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:			
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment and including the use of spreadsheets and scientific programs; and Experience: Such as may have been gained through: employment in performing automatic typing and office tasks of a complex nature including the use of spreadsheets and scientific programs. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Note: Must submit a typing proficiency of 40 net wpm for 5 minutes with your application			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:			
	Sandra DaRocha	Telephone #:	401-462-1844	
	OHHS Human Resources Service Center	TTY/TDD #:	401-462-3363	
	Benjamin Rush Bldg., #55	(Telecommunication Device for the Deaf)		
	600 New London Avenue			
	Cranston, RI 02920			



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